

APPLICATION

EMERGENCY IMMIGRANT EDUCATION PROGRAM

FORMS WITH INSTRUCTIONS

FISCAL YEAR 2001

NEW JERSEY DEPARTMENT OF EDUCATION
Office of Bilingual Education and Equity Issues



- Send the **original** to the Office of Bilingual Education and Equity Issues
- Send a **copy** to the Office of Grants Management and Development
- Due to both offices by **August 11, 2000**

New Jersey Department of Education
Office of Bilingual Education and Equity Issues
EMERGENCY IMMIGRANT EDUCATION PROGRAM FY 2001

TIMELINES FOR EMERGENCY IMMIGRANT EDUCATION PROGRAM

FY 2001 Emergency Immigrant Education Program Application August 11, 2000

- Original to Office of Bilingual Education and Equity Issues
- Copy to the Office of Grants Management and Development

The following application and report must be submitted **ONLY** to the Office of Bilingual Education and Equity Issues on **or before** the dates listed below:

FY 2001 EIEP Budget Amendment Application (if needed)	No later than May 31, 2001
FY 2001 EIEP Final Report	December 7, 2001

REMINDER – Other reports that are due during this project period:

FY 2000 Final Report	December 8, 2000
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Use only the forms distributed for this period. Contact the Office of Bilingual Education and Equity Issues for copies, if necessary.

You may also locate forms and guidelines through the New Jersey Department of Education Website at <http://www.state.nj.us/education>. *Select Grants select Entitlement Grants*

New Jersey Department of Education
Office of Bilingual Education and Equity Issues
EMERGENCY IMMIGRANT EDUCATION PROGRAM FY 2001

I. DISTRICT INFORMATION

1. LEA:		Project Code: EIEP__ __ __ __ 01	
2. Chief School Administrator:		2a. Telephone #:	
3. Project Director:	3a. Telephone #:	3b. FAX #:	
4. Address:	5. County Name:		
	5a. County Code:		
	Project Duration: 9/1/2000-8/31/2001		
6. FY 2001 Allocation:\$	7. Board Approval Date For Application Submission:		

II. NONPROFIT PRIVATE SCHOOLS

If you answer No to any question, provide an explanation.

- A. Did the district contact nonprofit private schools to determine if there are eligible immigrant students that must be served?

YES _____ **NO** _____

- B. Were immigrant students enrolled in nonprofit private schools within the district included in the number of students reported in February?

YES _____ **NO** _____

- C. Will services be provided to eligible students enrolled in nonprofit private schools?

YES _____ **NO** _____

If YES, indicate the number of students to be served: _____

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III. ASSURANCES AND CERTIFICATION

The applicant hereby assures the New Jersey Department of Education that:

1. The funds will be used for the purposes of the law:
 - (a) to provide high-quality instruction to immigrant children and youth, and
 - (b) to help them with their transition into American society and meet the same challenging state performance standards expected of all students (IASA, 1994, Sec. 7301).
2. The applicant certifies that the combined elementary and secondary enrollment of public and nonprofit nonpublic schools within the LEA meets one of the following criteria:
 - (a) consists of at least 500 eligible immigrant pupils, or
 - (b) constitutes at least 3% of the total combined public and nonpublic pupil enrollment within the jurisdiction of the LEA.
3. The applicant certifies that eligible immigrant children were identified and counted according to the following criteria: individuals aged 3-21 who were not born in the United States and have not been attending school in any part of the United States for more than three full academic years.
4. Services shall be provided by employees of the applicant or through contract with a person, association, agency, or corporation who or which is independent of such nonpublic elementary or secondary school and of any religious organization and shall be under the control and supervision of the applicant, and the funds provided shall not be commingled with State or Local funds [IASA, 1994, Sec. 7305 (a)(7)].
5. Parents will receive in an understandable manner and form, information about EIEP projects, and notices of opportunities for regular meetings for the purpose of formulating and responding to their recommendations. Parents shall be informed that they have the option to decline enrollment of their child in the program [IASA, 1994, Sec. 7502 (b)].
6. The applicant will comply with all Federal and State statutes and regulations relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352: 34 CFR Part 100) which prohibits discrimination on the basis of race, color or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, AND 1965-1686; 34 CFR Part 106), which prohibits discrimination on the basis of sex, Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination on the basis of handicaps; and the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et. Seq., 45 CFR Part 90), which prohibits discrimination on the basis of age.
7. The applicant shall provide, for the benefit of the immigrant students enrolled in the nonpublic elementary or secondary schools within the district served by the LEA, secular, neutral and nonideological services, materials, and equipment necessary for their education. [IASA, 1994, Sec 7305 (a) (7)].
8. The applicant will comply with the provisions of the Drug Free Schools and Communities Act Amendments of 1989, as implemented for all classes of grantees at 34 CFR Part 86, Subparts A-E.
9. The applicant will coordinate the use of funds with Title I or programs assisted under Title VII: Part A(IASA, 1994, Sec. 7305 (a)(3)).
10. The control of funds for materials, equipment, and property repaired, remodeled, or constructed shall be in a public agency for the use and purposes of the EIEP, and a public agency shall administer the EIEP funds and property, (ASA, 1994, Sec. 7305 (a)(7)).

I certify that the information contained in the application is correct and complete; and that the LEA has authorized me, as its representative, to give the above Assurances and to file this application.

Chief School Administrator/Charter School Lead Person Signature:

Date:

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INSTRUCTIONS

I. DISTRICT INFORMATION

NOTE: Complete individual project number with your LEA's four-digit district code.

1-5a. Complete all district identifying information.

6. Enter the FY 2001 allocation.

7. Enter the date of board approval for submission of this application. If the approval date is after the submission, forward a copy of the board resolution under separate cover.

II. NONPROFIT PRIVATE SCHOOLS

Complete the nonprofit private school section by completing questions A through C.

III. ASSURANCES AND CERTIFICATION

Review each statement carefully. The chief school administrator must sign and date this page.

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September 1, 2000 – August 31, 2001

IV. ACTIVITY PLAN

LEA: _____

Project Code: EIEP__ __ __ __ 01

Goal __: _____

Objectives: _____

Activities	Timeframe	Staff Responsible	Evaluation/Documentation

NOTE: This page may be duplicated as needed.

New Jersey Department of Education
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IV.

**INSTRUCTIONS FOR COMPLETING
ACTIVITY PLAN**

September 1, 2000 – August 31, 2001

The goals of the EIEP are as follows:

- to use the funds to pay for high quality instructional opportunities for immigrant children and youth.
- to help the immigrant children with their transition into American society;
- to help immigrant students to meet the same challenging state performance standards expected of all children and youth (this includes ensuring that eligible immigrant limited English proficient (LEP) students are assessed properly; that instructional programs are aligned to the new Core Curriculum Content Standards; and that teachers who serve these students receive appropriate training to meet their needs in addressing the Core Curriculum Content Standards).

Objectives: List objectives for your EIEP program. Objectives must be related to one or more of the above goals.

Activities: List the activities for objectives for which funds will be used. Provide the time frame for each activity, the staff responsible for completing the activities and the documentation that will be used to evaluate each activity.

V. Provision Section 427 of General Education Provisions Act (GEPA)

Describe in a separate narrative the steps the district proposes to take to ensure equitable access to, and participation in, its federally assisted program for students, teachers, and other program beneficiaries with special needs.

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disabilities, or age. Based on local circumstances, you should determine whether these or other barriers might prevent your students, teachers, etc., from such access or participation in the federally funded project or activity.

The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances in your objectives.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project.

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The following examples may help illustrate how an applicant may comply with Section 427:

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it would make the materials available on audiotape or in Braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct “outreach” efforts to girls, to encourage their enrollment.

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BUDGET STATEMENT

LEA: _____ COUNTY: _____

PROJECT CODE: EIEP- _____ -01

EXPENDITURE	FUNC.& OBJECT CODES	FAMILY LITERACY	INSERVICE TRAINING PERSONNEL	ACADEMIC CAREER COUNSEL	BASIC INSTR SERV	ED SOFTWARE TECH	TOTAL
INSTRUCTION							
Salaries of Teachers	100-101						
Other Salaries for Instruction	100-106						
Purchased Prof. & Tech. Services	100-300						
Other Pur. Serv. (400-500 series)	100-500						
Tuition	100-560						
General Supplies	100-610						
Textbooks	100-640						
Other Objects	100-800						
SUBTOTAL INSTRUCTION							
SUPPORT SERVICES							
Sal. of Supervisors of Instruction	200-102						
Sal. of Program Directors	200-103						
Sal. of Other Professional Staff	200-104						
Sal. of Secretarial & Clerical Assist.	200-105						
Other Salaries	200-110						
Personal Serv. -Employee Benefits	200-200						
Purchased Prof. - Ed. Services	200-320						
Other Purchased Prof. Services	200-330						
Purchased Technical Services	200-340						
Rentals	200-440						
Contracted Services - Transport.	200-516						
Travel	200-580						
Other Pur. Serv. (400-500 series)	200-590						
Supplies and Materials	200-600						
Indirect Costs	200-860						
Other Objects	200-890						
SUBTOTAL SUPPORT SERVICES							
FAC ACQ & CONSTR SERV							
Buildings (Use charge)	400-720						
Instructional Equipment	400-731						
Non-instructional Equipment	400-732						
SUBTOTAL - FAC ACQ & CONSTR							
School Wide Programs: Abbott 1 st & 2 nd Cohort	520-930						
School Wide Programs: Non- Abbott & 3 rd Cohort	520-932						
TOTALS BY FUNDING SOURCE							

LEA-Business Administrator Signature: _____

Date: _____

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INSTRUCTIONS FOR COMPLETING PROJECT BUDGET STATEMENT

NOTE: Refer to the Uniform Minimum chart of Accounts distributed by NJDOE for specific instructions regarding classification of expenditures within category headings. The categories and examples are on the department's website at: www.state.nj.us/education (*select* Grants, *select* Entitlement Grants.)

200-200 Personnel Services – Employee Benefits in Federal Grant Programs

All LEAs budgeting federal grant funds for salaries of full-and part-time staff, who participate in the Teachers Pension and Annuity Fund (TPAF) must also include TPAF and FICA contributions in the federal grant budget. A minimum of 15 percent (15%) of each salary or portion of a salary budgeted in the FY 2001 Application must be budgeted for TPAF/FICA benefits for employees who contribute to TPAF. For those employees that work for more than their base salaries, 7.65% must be allocated for FICA. Other benefits may also be budgeted; however, all TPAF, FICA and other fringe benefits must be budgeted in proportion to the allocated federal salary.

1. Complete the district information at the top of the page.
2. Select the appropriate column for the services to be provided. The definition for each of the areas is:
 - Family Literacy: Includes parent outreach and training activities designed to assist parents to become active participants in the education of their children;
 - Inservice Training Personnel: Includes salaries of personnel, including teacher aides who have been specifically trained, or are being trained, to provide services to immigrant children and youth;
 - Academic Career Counseling: Includes tutorials, mentoring, and academic career counseling for immigrant children and youth;
 - Basic Instructional Services: Includes the costs of providing additional classroom supplies, overhead costs, costs of construction, acquisition rental of space, costs of transportation, or such other costs as are directly attributable to the presence in the school district of immigrant children; and
 - Educational Software Technology: Includes identification and acquisition of curricular materials, educational software, and technologies to be used in the program.
3. Total the columns both vertically and horizontally. The total should equal the entitlement amount.
4. The LEA Business Administrator must sign and date the bottom of this page.

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BUDGET DETAIL

LEA Name: _____

Project Number: EIEP _____-01

LIST AREA USED ON THE APPLICATION (i.e. Family Literacy)	EXPENDITURE CATEGORY	FUNCTION OBJECT CODES	DESCRIPTION/ITEMIZATION (including quantity of each item and cost per item)	TOTAL REQUESTED (Must equal Budget Statement)

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INSTRUCTIONS FOR COMPLETING BUDGET DETAIL PAGE

Use as many budget detail pages as needed.

Enter LEA name and project number.

Complete each column as described below for those costs to be fully or partially paid from EIEP funds:

APPLICATION AREA: List the area in which you are applying. (i.e. Family Literacy)

EXPENDITURE CATEGORY: List the expenditure categories in the same order as they appear on the Grant Project Budget Statement.

FUNCTION/ OBJECT CODES: List the appropriate GAAP codes.

DESCRIPTION/ITEMIZATION: List/describe the item(s) to be funded in each category. For the salary categories, list each position separately by title. Indicate summer/stipend employees.

ITEMIZED BUDGET:

1. Salaries (100-101 & 106; 200-102,103,104,105 & 110): Indicate the amount of program funds used to support all positions
2. Purchased Services (100-300 & 500; 200-320, 330, 340 & 590): Specify the costs for services including the rate of payment (i.e., hourly, daily, per item, per pupil); the amount of service to be provided (i.e., number of pupils, evaluation, hours); and the total cost budgeted from program funds.
3. Instructional Supplies (100-610): List the total being requested, but include a description of how the funds will be used.
4. Textbooks (100-640): Provide total costs.
5. Noninstructional Supplies and Materials (200-600): Show administrative and program costs.
6. Equipment (400-731 & 732): Describe and specify the cost for each piece of equipment (unit cost of \$500 or more), separating instructional and non-instructional equipment. **Budget whole dollars only.**
7. List costs for all other areas similarly to those described above.

EMPLOYEE BENEFITS (200-200): Indicate the fringe benefits to be paid for each position by function & object code. Separate fringe benefits into two categories (1)Teacher's Pension and Annuity Fund (TPAF)/ social security costs (FICA), (2) other fringe benefits such as health benefits and group insurance.

NOTE: A minimum of 15% of the budgeted salary for each TPAF member must be budgeted for TPAF and FICA contributions.